NOA 702 – PROMOTION

STEP	ACTION
1	Create the RPA from the Navigation List – click on **Request for Personnel Actions–>Salary Change–>Promotion** or open the existing 702 RPA from the Civilian Inbox.
2	Complete the **REQUESTING INFO** Tab of the RPA: • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = **702** • Authority Code (use LOV or type it in)
3	Complete the **POSITION DATA** Tab of the RPA: • Block 15 Position Title • Block 19 Step or Rate
4	Complete the **EMPLOYEE AND POSITION DATA** Tab of the RPA: • Block 29 Pay Rate Determinant
5	Complete the **REMARKS AND ADDRESS** Tab of the RPA: • Part F – Remarks for SF-50 – enter appropriate remarks.
6	Click on **<Save>** icon to save
7	Click on the **EXTRA INFORMATION** button and complete the following DDFs. Click **<OK>** and **<Save>** after completing each window. **US FED AGENCY DATA** Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save **OBLIGATED INFORMATION** Flexfields should NOT contain any values. If there is a value, clear it out and save. **GLOBAL INFORMATION FOR 5/7/9 NOA's** Date Last Equivalent Increase (LEI) – *Check and change the DLEI if applicable* Drawdown Action ID = 0 *(not applicable)* Date WGI Due – *system generated based on Last Equivalent Inc (LEI); if this action is not an equivalent increase, change information as appropriate.* Date of Last Promotion – *you must input the effective date of the promotion (not system generated*

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<u>**OPTIONAL INFORMATION FOR 5/7/9 NOACs**</u>

Date of Last Promotion – *input the effective date of the promotion (not system generated)*

<u>**US FED SALARY CHANGE INFORMATION**</u>

Date Last Equivalent Increase (LEI) – *Check and change the DLEI if applicable*
Date WGI Due – *system generated based on Last Equivalent Inc (LEI); if this action is not an equivalent increase, change information as appropriate.*

<u>**BONUS AND PAY INFO FOR DEMO PROJECTS**</u> **(MUST BE INCLUDED FOR CHINA LAKE DEMO ONLY)**

Percentage – *information is provided on the RPA. Percentage is the amount the Supervisor/Manager intended to give the employee not the actual percentage amount employee received.*

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<td>**8**</td>
<td>Close **<Extra Information>** window to return to the RPA.</td>
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<td>**9**</td>
<td>Click on the **<Save>** icon to route the RPA or to Update HR.</td>
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